

EFFECTIVE

January 1, 2020.

Subject(s)**Administrative Policy Communications (APC) 200, Retirement Recognition**

A Michigan Department of Health and Human Services (MDHHS) employee may submit a request for a retirement recognition letter for the governor's signature to the MDHHS Office of Communications. Please provide information about the retiring employee, as well as where and who to give the signed final letter to.

MDHHS supervisors of retiring employees will provide information about retiring employees when requested by the Office of Communications. Please include the following information:

- Years of service and employee identification number.
- Employee's home address—regardless of where the completed and signed letter is mailed, the employee's home address will be used to address the letter.
- Whether or not the employee worked on any special projects.
- Any comments or personal stories of exceptional work performance.

Send all requests to MDHHS-recognition@michigan.gov.

Reason: Policy update.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APC 200](#)